



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Division of City Schools – Tagbilaran City

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM

No. 079 s. 2023

February 22, 2023

**CONDUCT OF DIVISION MONITORING EVALUATION AND ADJUSTMENTS ( DMEA)  
CONFERENCE**

To; Assistant Schools Division Superintendent  
Chief Education Supervisors (CID,SGOD-*designate*)  
Education Program Supervisors  
SEPS, EPSII (M & E, HRD)  
Public Elementary and Secondary School Heads  
Division HRMO  
Division Accountant  
Budget Officer  
Division ITO  
All Others Concerned

1. This Office, through the School Governance and Operations Division (SGOD) announces the conduct of the Division Monitoring, Evaluation and Adjustment (DMEA) for Quarter 2, School Year 2022-23 on March 2, 2023, at 1:00 p.m. onwards. Schools are required to complete Q2 data using this link <https://bit.ly/3xBneCJ> . The venue of this activity will be announced later.

2. The activity aims to monitor and evaluate the status and progress of the delivery of basic education services and the implementation of programs, activities and projects. Schools are to report on the salient concerns citing strong commendations and constructive outcomes on the issue/ concern.

3. Participants to this activity are the following:

- ❖ SDS
- ❖ ASDS
- ❖ (2) Chief Education Supervisors (CID,SGOD-*designate*)
- ❖ (11) Education Program Supervisors
- ❖ (24) Public Elementary & Secondary School Principals
- ❖ (5) SEPS, EPSII ( M&E, HRD, ALS)
- ❖ (2) AO5 ( Administration, Budget)
- ❖ (2) AO4 (Personnel, Cashiering)
- ❖ (1) Division Accountant
- ❖ (1) Division ITO
- ❖ (1) DPO III



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- ❖ (1) Division DRRM Coordinator
- ❖ (1) DepEd Engineer
- ❖ (1) YFD Coordinator
- ❖ (1) ADA 3 (Division Driver)

4. The flow of the activity is as follows:

- Presentation of Physical and financial accomplishments by SDO Functional Division
  - CID Chief
  - SGOD Chief
  - OSDS
    - ❖ Accounting Section
    - ❖ Budget Section
    - ❖ HRMO
    - ❖ Legal
    - ❖ ITO
- CIGPs
- Management response and recommendations to the Regional Office.

5. Expenses relative to the conduct of the Division MEA shall be chargeable against Division Office Funds subject to the usual accounting and auditing rules and regulations.

6. For immediate dissemination of, and compliance with this Memorandum is directed.

  
**JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent 